

Regular Meeting

Agenda Item #	5
Meeting Date	September 24, 2007
Prepared By	Sara Anne Daines HCD Director
Approved By	Barbara B. Matthews City Manager

Discussion Item	Single Reading Ordinance awarding contract for the fabrication and installation of certain gateway and identification signs to Image Works, Inc.		
Background	<p>Six bids were received in response to the Request for Bids distributed by the City for the fabrication and installation of a series of gateway and identification signs. The project provides for the installation of signage along the boundaries of the community with emphasis placed on access points located along New Hampshire Avenue. Additional gateway signage which would further identify access points into the community has been included in the City’s FY09 capital improvement program.</p> <p>Staff recommends the award of the contract in the amount of \$57,684 to the lowest bidder, Image Works, Inc. of Ashland, Virginia.</p>		
Policy	<p>To identify the boundaries of the community and its assets while maintaining the character of its residential and commercial neighborhoods.</p> <p>“To install gateway and wayfinding sign system.” <i>Council Goals FY07-08</i></p>		
Fiscal Impact	FY08 Budget	\$60,000	Capital Improvement Program
	Recommended Bid	\$57,684	Image Works, Inc.
Attachments	<ul style="list-style-type: none">Single Reading Ordinance		
Recommendation	Adoption of Single Reading Ordinance awarding contract to Image Works, Inc.		
Special Consideration	<p>The proposed gateway and identification signs is but one component of a larger wayfinding initiative undertaken by the City in 2004. The vehicular directional signage (which would provide general directions to areas of interest within the community) has been delayed indefinitely due to regulations developed by the State Highway Administration which do not allow for the installation of directional signage developed by the project’s design committee. Despite repeated efforts on the part of staff and the community, the City has been unable to secure the required approvals to install the proposed vehicular signage developed with the input from the community.</p> <p>Members of the design committee representing the Takoma Langley Crossroads and</p>		

	<p>Old Takoma, have been advised of this delay. They have expressed strong support for proceeding with the installation of the pending gateway and identification signage and continued interest in pursuing the installation of the vehicular directional signage at a later date. Historic Takoma, Inc. - represented on the original design committee - has also expressed support of the project and encouraged the City to proceed with this phase of the project.</p>
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Introduced by:

Single Reading:

ORDINANCE NO. 2007-

**AWARD OF CONTRACT FOR FABRICATION AND INSTALLATION
OF GATEWAY AND IDENTIFICATION SIGNAGE**

WHEREAS, funding for the Gateway Sign System, identified as a Council Priority, is included in the City's approved FY08 budget; and

WHEREAS, in accordance with City procurement procedures, staff solicited proposals for fabrication and installation of a variety of sign types in furtherance of the approved Gateway Signage System; and

WHEREAS, six bids were received from sign fabricators with Image Works, Inc. determined to be the lowest most responsive bidder.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF
TAKOMA PARK, MARYLAND**

SECTION 1. The City Manager is authorized to enter into a contract with Image Works, Inc. for fabrication and installation of approved gateway and identification signage in an amount not to exceed \$57,684.

SECTION 2. This Ordinance shall become effective upon adoption.

ADOPTED this ____ day of September, 2007 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: